



GIFTS TO THE UNITED STATES AIR FORCE

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OPR: HQ USAFA/XPA (Ms. Deb Tome)
Supersedes USAFAR 11-16, 1 May 1990.

Certified by: HQ USAFA/XPA (Mr. Rich Haynie)
Pages: 3
Distribution: F

AFI 51-601, 19 July 1994, is supplemented as follows. It establishes procedures for receiving, accepting, and processing gifts offered to the Air Force Academy, including gifts for distribution to individual members of the Air Force. For guidance on accepting or refusing gifts from foreign governments, reference AFI 51-901, *Gifts From Foreign Governments*.

1.2.7. The Superintendent (HQ USAFA/CC) delegates acceptance authority to the Vice Superintendent (HQ USAFA/CV), Director of Academy Libraries (HQ USAFA/DFSEL), Chairperson of the Cadet Awards Council (HQ USAFA/DFSAA), and the Chief, Development and Alumni Programs Division (HQ USAFA/XPA), as specified below:

1.2.7.1. (Added) The HQ USAFA/CV can accept or reject gifts of personal property up to a value of \$500 and tangible or intangible property valued up to \$10,000. The Director, HQ USAFA/DFSEL may receive gifts of money, books, and library materials not exceeding \$2,500. Quarterly (March, June, September, December), HQ USAFA/DFSEL submits a consolidated list of all such donations for official acceptance en masse to either the HQ USAFA/CV for amounts not exceeding \$10,000, or the HQ USAFA/CC for amounts more than \$10,000 up to amounts equal to or less than \$20,000. The Chairperson of the Cadet Awards Council can accept donations for cadet awards not exceeding \$2,500. HQ USAFA/DFSAA submits annually a consolidated report of all such donations for official acceptance to either the HQ USAFA/CV for amounts not exceeding \$10,000, or the HQ USAFA/CC for amounts more than \$10,000 up to equal to or less than \$20,000. The Chief, HQ USAFA/XPA may accept donations not exceeding \$5,000.

1.2.8. (Added) Any gift which memorializes an individual or group must be approved by the USAFA Memorial Board prior to official acceptance.

1.5. Report any gift offered or received to HQ USAFA/XPAG.

2.1. Refer queries from donors concerning procedures for offering a gift to the Academy to HQ USAFA/XPA. HQ USAFA/XPA will determine whether the gift has been offered unconditionally or conditionally. Unless otherwise determined by HQ USAFA/XPA, all gifts offered to USAFA are conditional; process according to AFI 51-601, chapter 3, as supplemented below.

3.1. Process offers of the following personal property as conditional gifts:

- Tangible personal property of more than \$5,000 value.
- Tangible personal property of \$5,000 or less involving more than negligible acceptance and maintenance costs.
- Money or other intangible personal property.

Gifts of intangible personal property for which the donor specifies no single agency or purpose are deposited into the Academy Gift Fund through the Defense Accounting Office (DAO).

3.6. Prepare and coordinate with HQ USAFA/XPA an offer of gift certification (AFI 51-601, attachment 2 or 3) and send it to the donor. If a check is already in hand from a donor, an offer of gift certification is not required; however, a memorandum stating the donor's name, address, and purpose of the gift must accompany the check submitted to HQ USAFA/XPAG. Upon return of a completed offer of gift or check with memorandum, HQ USAFA/XPAG:

- Determines whether the gift is suitable for acceptance;
- Prepares and sends a memorandum of acknowledgment and informs the donor in writing that the Academy cannot assume any liability for loss or damage to the gift prior to official approval to the donor;
- Prepares an AF Form 1768, **Staff Summary Sheet**, with a memorandum of acceptance and thanks (AFI 51-601, attachment 4 or 5) to the donor from the appropriate acceptance authority.
- Coordinates the staff package, including the offer of gift certification and all related correspondence, through all affected agencies plus the Staff Judge Advocate (10 ABW/JA).
- If the gift is intangible personal property, coordinates through DAO-DE/AF Academy/F. If the gift is a memorial, present it to the USAFA Memorial Board for approval prior to acceptance.

3.6.4. The Chairperson of the Cadet Awards Council establishes awards for a 5-year period, renewable for additional 5-year periods with the concurrence of both the donor and the USAF Academy. Donors may contribute sums sufficient to cover awards for a period of 1 year, 5 years, or in perpetuity. The Chairperson maintains proper accountability for all gifts accepted. Each award is officially designated by purpose and donor.

3.6.5. HQ USAFA/DFSEL processes gifts offered to the Academy Libraries as specified in paragraph 3.6 and sends the donor a memorandum of acknowledgment at the time each gift is received. Send the donor a thank you card signed by the Director of Academy Libraries when accepting books or other library-related materials of less than \$50 value sent by publishers as samples or for review. Maintain accountability for all gifts accepted. With the HQ USAFA/CC approval, periodically sell books and library materials (unless specifically prohibited by the terms of the offer of gift certification) deemed excess to the needs of the Academy Libraries. The proceeds of these sales will be treated in the same manner as a gift of money and will be deposited in an appropriate gift fund account through DAO-DE/AF Academy/F.

3.7. HQ USAFA/XPA maintains the permanent case file for each completed offer of gift and ensures accountability of the gift.

5.2. Academy agencies travel throughout the country to represent the USAF Academy. Audiences and sponsors of these groups often present gifts to the group in appreciation for their performance or service.

Such gifts are usually considered gifts to the Academy and must be reported to HQ USAFA/XPA by the person in charge immediately upon the group's return to the Academy.

GREGORY P. BAILEY, Col, USAF
Director, Plans and Programs